

**Regular Meeting & Study Session  
November 15, 2018  
Gateway Hall 352  
4:30 – 7:30 p.m.**

*MISSION: TEACHING | LEARNING | COMMUNITY*

- |         |   |  |
|---------|---|--|
| 4:30 PM | <b>A. Call to Order</b>   | Dr. Tia Benson Tolle   |
|         | <b>B. Introduction of Guests</b>  | Dr. Tia Benson Tolle   |
|         | <b>C. Public Comment (2 min. each)</b>  | Dr. Tia Benson Tolle   |
|         | <b>D. Approval of October 18, 2018 Meeting Minutes</b>  | Dr. Tia Benson Tolle   |
|         | <b>E. Next meeting</b><br>November 29, 2018, 5:30 p.m. - Special Joint Meeting with<br>Edmonds School District  | Dr. Tia Benson Tolle   |
| 4:40 PM | <b>F. Informational and Monitoring Reports</b><br>1. First Quarter Budget Update (15 minutes)<br>2. WATR Center Update (15 minutes)   | Kevin McKay<br>Dr. Terry Cox, Larry Cluphf                             |
| 5:10 PM | <b>G. Old Business – Action</b><br>1. 2018-19 Triton Field Fee<br>2. Review of Board Policies<br>a. BOT 4.0, 4.01pr - Board Philosophy of Governance;<br>Procedure<br>b. BOT 5.0, 5.01pr - Board Civility and Respect; Procedure<br>c. BOT 7.0, 7.01pr - Board Monitoring and Planning;<br>Procedure<br>d. BOT 8.0, 8.01pr - General Executive Expectations and<br>Authority; Procedure<br>e. BOT 9.0, 9.01pr - President’s Performance Evaluation;<br>Procedure<br>3. 2019 Board Meeting Dates | Zasar Jongpermwattanapol<br>Dr. Amit Singh<br><br>Dr. Tia Benson Tolle |

*Continued*

5:30 PM	<b>H. Representative Reports</b> 1. Faculty Representative 2. Student Representative 3. Classified Staff Representative	Kay Latimer Zasar Jongpermwattanol Frederick Pieters
5:45 PM	<b>I. Foundation Report</b>	Diana Clay
5:50 PM	<b>J. President's Report</b>	Dr. Amit Singh
6:00 PM	<b>K. Board Discussion</b> 1. ACCT Congress 2. ACT Fall Conference 3. Other	Dr. Tia Benson Tolle
6:15 PM	<b>L. Executive Session</b>	Dr. Tia Benson Tolle
6:30 PM	<b>M. Study Session</b> Skills Analytics	Dr. Jim Shanahan
7:30 PM	<b>N. Adjournment</b>	Dr. Tia Benson Tolle

*Times are estimates only and subject to change.*

*The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110. Action from the Executive Session may be taken, if necessary, as a result of items discussed in the Executive Session.*

*Edmonds Community College will schedule meetings in locations that are free of mobility barriers. Information for individuals with hearing or visual impairments can be provided when adequate notice is given to the Office of the President, 425-640-1516.*

**DRAFT MINUTES****Regular Meeting  
October 18, 2018**

**Trustees Present:** Dr. Tia Benson Tolle, Diana Clay, Angela Durham, Quentin Powers, Emily Yim, Carl Zapora

**Others Present:** Arlene Anderson, Danielle Carnes, Christina Castorena, Dr. Terry Cox, Dr. Charlie Crawford, Dennis Curran, Jessica Hanaumi, Kay Latimer, Frederick Peters, Dawson Shinnars, Dr. Amit Singh, Eva Smith, Dr. Yvonne Terrell-Powell, Brad Thomas

**CALL TO ORDER**

Dr. Benson Tolle called the meeting to order at 4:30 p.m. and welcomed those present.

**INTRODUCTION OF GUESTS**

Wayne Anthony, Dr. Wanda Billingsly, Linda Carlson, Dr. Saovra Ear, Elizabeth Fredrickson, Jade Jeter-Hill, Marisa Pierce, Tina Rajabi, Mustapha Samateh, Spencer Stark, Jorge de la Torre, Jackie Toteva, Andy Williams, Dr. Steve Woodard

**PUBLIC COMMENT**

Linda Carlson provided information regarding a petition to Governor Inslee from the Edmonds Community College Federation of Teachers.

**APPROVAL OF SEPTEMBER 13, 2018 MEETING MINUTES**

**Motion:** Trustee Clay moved the Board of Trustees approve the September 13, 2018 meeting minutes as presented. Trustee Powers seconded the motion. The Board unanimously approved the motion.

*Approved*

**INFORMATIONAL AND MONITORING REPORTS**Edmonds CC - State Enrollment Comparison

Dr. Amit Singh introduced Danielle Carnes, who presented enrollment data by funding source for the college in comparison with the *Washington State Board for community and Technical Colleges* (SBCTC) averages.

## 2018-20 Goals and Strategies

Dr. Amit Singh introduced Danielle Carnes, who provided an overview of the 2018-2020 EdCC goals: Access, Success, Community Partnerships, and Capacity and Operational Excellence, as well as the related strategies for implementation.

## **OLD BUSINESS**

### Consideration of 2019 Board Meeting Schedule (Second Consideration)

The Board reviewed proposed dates for 2019 regular meetings for approval at the November 15, 2018 meeting, including the addition of study sessions for the months of March, May, June, September, and November. The Board requested staff remove the May study session due to the Tenure Reception held annually prior to that Board meeting.

## **NEW BUSINESS - FIRST CONSIDERATION**

### Consideration of 2018-19 Triton Field Fee

Zasar Jongpermwattanapol, Student Government Executive Officer for Budget and Finance, presented the 2018-19 Triton Field Fee for first consideration. The Board reviewed information regarding the proposed fee and requested additional data related to usage expectations be provided prior to the November 15, 2018 meeting.

### Review of Board Policies

The Board reviewed policies and procedures BOT 4.0, 4.01pr - Board Philosophy of Governance; BOT 5.0, 5.01pr - Board Civility and Respect; BOT 7.0, 7.01pr - Board Monitoring and Planning; BOT 8.0, 8.01pr - General Executive Expectations and Authority; and BOT 9.0, 9.01pr - President's Performance Evaluation. Dr. Singh presented recommended changes for first consideration.

## **REPORTS**

### Faculty Representative

*Attachment A*

### Student Representative

*Attachment B*

### Classified Staff Representative

*Attachment C*

## **FOUNDATION REPORT**

*Attachment D*

## **PRESIDENT'S REPORT**

In addition to the attached President's Report (*Attachment E*), Dr. Singh highlighted:

- The third Annual EdCC 5K Walk and Run, held October 13, 2018; Trustee Clay also participated.

- Attendance at the Statement of Need presentation to SBCTC for the Bachelor of Applied Science (BAS) degree in Computer Applications October 16, 2018, by Dr. Terry Cox and Dr. Charlie Crawford; Trustee Zapora was also in attendance.
- The *Seattle Latino Film Festival* held on campus October 12, 2018, at the Black Box Theatre

**BOARD DISCUSSION**

Board Self-Assessment

The Board completed a self-assessment at the August Study Session. In February 2019 the Board will review a draft of the President’s Performance Evaluation revised to incorporate the goals presented to the Board.

ACCT Leadership Congress Voting Delegate

Dr. Tia Benson Tolle designated Trustee Clay as voting delegate and Trustee Zapora as alternate for the 2018 ACCT Leadership Congress.

Other

Trustee Yim informed the Board that she, Dr. Singh, Dr. Yvonne Terrell-Powell, and Christina Castorena are scheduled to present at the ACCT Congress regarding leading with equity and inclusion in hiring a new president.

The Board adjourned for a break at 6:30 p.m and reconvened at 6:36 p.m. for a study session.

**STUDY SESSION**

Emergency Management Preparedness

Jade Jeter-Hill, Director of Safety, Security, and Emergency Preparation, presented a summary of emergency management procedures and information regarding best practices.

Marketing

Marisa Pierce, Director of Marketing and Public Information, provided an overview of recent marketing pieces and strategies utilized in print, mail, and online.

**ADJOURNMENT**

The meeting was adjourned by Chair Tia Benson Tolle at 7: 40 p.m.

Next Meeting

The next regular Board meeting will be held Thursday, November 15, 2018, at 4:30 p.m. at Gateway Hall 352.

\_\_\_\_\_  
Dr. Tia Benson Tolle, Chair

\_\_\_\_\_  
Date Approved

ATTEST:

\_\_\_\_\_  
Dr. Amit B. Singh, Secretary

**ATTACHMENT A**

**BOARD OF TRUSTEES  
October 18, 2018 Meeting Report  
AFT Local 4254 EdCC Faculty**

Greetings:

There are just a couple of items this month.

- A couple of union socials coming up: Happy Hour October 25, 2018, and Union Coffee Hours October 30 and 31, 2018.
- AFT petition drive for Robust Funding for Community and Technical Colleges for the next biennium. Copies of the petition were left with Jessica Hanaumi for further review by the Board of Trustees.

Thank you.

Kay Latimer  
President, Local 4254

## **ATTACHMENT B**

### **BOARD OF TRUSTEES October 18, 2018 Meeting Report Student Government**

#### Executive Board Meeting

- The Executive Board started a regular meeting schedule.
- The Executive Board welcomed 304 new students at the Triton Jumpstart Orientation.
- The Executive Board registered 14 new voters with the *League of Women Voters*.
- The Executive Board participated in and was a sponsor at the \$2500 level for the 5K Walk and Run on October 13, 2018.
- Sixteen Clubs were chartered this quarter.
- Mustapha Samateh was awarded Executive Officer of the Year for 2017-18.

Submitted by: Dawson Shinnars, ASEdCC Administrative Liaison

## **ATTACHMENT C**

### **BOARD OF TRUSTEES October 18, 2018 Meeting Report WPEA/UFCW Local 365**

- On September 21, 2018, WPEA had our first contract voting day on campus. It was a great success talking to members about the new contract changes and benefits to them. We were happy to see above a 95% approval ratification vote from our members. My hope this will become a biannual event with the contract.
- Our contract is now off to the Governor's desk and then to the legislator of the budget. Even though there would be another 6% COLA over the lifetime of the new contract, I still have members that are being affected by the increase in inflation and rent living near the college. One member that has been with the college for some time is finding his rent being increased almost annually, and his income is not keeping pace. Soon he will be forced to move further away from the college. It's not uncommon and one of the reasons I see members leaving of employment in other colleges or industries.
- Usually, when I start my reports, I report that I have nothing to say. Today I still have nothing significant to report. We continue to work with Human Resources on small issues and come to resolutions on them. I do hope that I can continue not to have anything of consequence to report. Although, I am troubled by rumors of outsourcing and WPEA members finding that they have too much work that they end up working through their breaks and lunchtime. I have not seen evidence of this yet, but this would be a violation of not only WEPA collective bargaining agreement but federal labor laws.

Respectfully submitted by:

Frederick Pieters, EdCC WPEA Shop Steward, WPEA VP District 7



## ATTACHMENT D

### BOARD OF TRUSTEES October 18, 2018 Meeting Report Edmonds CC Foundation

- *The Alford Group* will complete interviews of 35 Foundation board members, Edmonds CC Trustees, donors, and community leaders in an effort to complete the feasibility study by early November. The Steering Committee will then meet December 6, 2018 to hear the final report. The purpose of these interviews is to research the opportunity to launch a future multi-year combined SET Building and Promise Scholarship campaign ranging between \$5M - \$10M.
- The 2<sup>nd</sup> Annual Philanthropy Partnership lunch was September 27, 2018 at the college. EdCC campus donors and beneficiaries joined the Foundation to be inspired. In addition, guests at the event helped create new strategies on how to market the Foundation to students, staff, and faculty.
- Thank you to Trustee Yim and Trustee Clay for helping the Foundation garner \$32,400 from the first 18 EdCC leaders. The Foundation is well on its way to reaching the \$41,000 goal with 30 donors from the Board of Trustees, Foundation board of directors and community members. Please consider joining us in giving a significant gift (\$500 - \$5,000) by October 30, 2018 to help transform the lives of EdCC students.
- The 3<sup>rd</sup> Annual Edmonds CC 5K Walk and Run is Saturday, October 13, 2018 at 9:00 a.m. There the Foundation will raise \$30,000 for both athletic and general scholarships.
- The new Scholarship Reception will be November 14, 2018 from 5:30 to 7:00 p.m. in Woodway Hall. Please join the Foundation in celebrating both our scholarship donors and our student recipients.
- The *Students First* campus giving campaign will run January 15 through February 7, 2018. The committee set a goal of raising \$35,000, including 13% giving from our staff and faculty.
- The 33<sup>rd</sup> Annual Edmonds CC Foundation Gala is confirmed for Saturday, April 13, 2019 at the *Seattle Grand Hyatt Hotel*. Goals for the 2019 gala include filling the room with 350 guests and surpassing our fundraising goal of \$400K. Please save the date!

Submitted by:  
Diana Clay, Foundation Board Liaison

**PRESIDENT'S REPORT****ATTACHMENT E****DR. AMIT B. SINGH****EVENT HIGHLIGHTS SEPTEMBER – OCTOBER 2018**

- Triton Jumpstart - September 15, 2018 I attended a Triton Jumpstart event in Brier Hall. Triton Jumpstart is an orientation experience for the campus community during which new students are able to connect with faculty, staff, fellow students, and all that Edmonds Community College has to offer for student success. Orientation includes a campus tour, small group activities and learning about the programs, services, and resources the college has to offer. The goal is to provide students with a dynamic and meaningful experience as well as create opportunities to connect their strengths to the overall development of their academic success.
- Employee Softball - The First Annual Fall Employee Softball Game was held September 14, 2018 at Triton Field. The weather held up beautifully, and 25 employees participated. The Spring Employee Softball Game is scheduled for Building Community Day May 10, 2019.
- Snohomish STEM Summit - The STEM Summit took place September 27, 2018, with the theme of *Impact and ROI of industry engagement on our local future workforce*. Trustee Yim attended the event, and I provided introductory remarks and panel moderation for the discussion *How we connect with students and the personal results we see*, featuring panelists Robb Andrade, Branch General Manager, Siemens; Eric Conley, President, Industrial Group, Fluke Corporation; Tim Jewett, Dykeman; and Pam Valdez, Vice President for Air Force Services, Boeing. Edmonds CC also had a table at this event staffed by Inez Lolohea, Outreach Specialist.
- Foundation Philanthropy Lunch - The September 27, 2018 lunch hosted at the College Cafe was for faculty and staff who are philanthropic partners with the Foundation. This means they receive funding for their programs or departments through the Foundation, or they give through the Campus Giving Campaign. The Foundation Philanthropy Lunch is a chance for us to come together to say thank you, align how we will support our students this coming year, and share updates on the Foundation.
- Lynnwood Police Department - September 28, 2018, I participated in a ride-along with an on-duty patrol officer for a portion of his shift. Although uneventful, I enjoyed the opportunity to see more of the City of Lynnwood and to connect with a civil servant in the local community.
- Community Welcome Reception - The college hosted a campus welcome reception in July for those who were on campus during the summer to attend, and next month I will have an opportunity to meet and greet members of the community. The Community Welcome Reception is scheduled for November 5, 2018 from 4:00 - 6:00 p.m. at the Lynnwood Convention Center.

- CASE Conference - In light of the possible capital campaign, I was invited to attend the Council for Advancement and Support of Education (CASE) Conference for Community College Advancement October 3-5, 2018, an annual meeting for professionals who work toward the advancement of community colleges. My attendance was made possible courtesy of the Edmonds Community College Foundation, members of which also attended the conference.
- BRAVO Awards - A reception honoring 30 BRAVO Award recipients took place on October 9, 2018 in Gateway 352. The BRAVO Award is an opportunity for colleagues to recognize each other for excellence and a job well done. Nomination required a short paragraph with specific, meaningful examples of why the individual should be recognized.
- Legislative Forum - October 9, 2018 at the Black Box Theatre, candidates from District 21 and 32 attended a legislative forum hosted by the college hosted and the Snohomish County Forum Coalition. We formed the coalition with the *League of Women Voters of Snohomish County*, *Sno-Isle Libraries*, *American Association of University Women*, *Snohomish County NAACP*, *Snohomish County Elections and Voter Registration*, and *HeraldMedia*.
- 13th Annual Aerospace Summit - The theme of the October 10, 2018 summit at the Lynnwood Convention Center was *Being Bold in the Age of Innovation*. The audience heard inspiring words from the *Alaska Airlines* Chief Operating Officer as well as Bob Smith, CEO of *Blue Origin*.
- Fall Student Success Institute, October 10, 2018 in Seattle; Erin Davidson, Danielle Carnes, and Jennifer Inslee, Edmonds CC, presented *Integrating student Voices - how one college listened to and integrated students into the redesign process*. Learning agenda themes for the event included math pathways, holistic student support structures, adaptive leadership and change management, student engagement in the classroom, student voice integration, and team time.
- STAR Certification - The first cohort of Supervisor Training for Achieving Results (STAR) kickoff was October 11, 2018. This group will complete 40 hours of training and includes both new and experienced supervisors.
- @EdmondsCCPrez - As part of my communication strategy for both the campus and off-campus communities, I am working in conjunction with the marketing team to strategically and purposefully manage a *Twitter* account. Marisa Pierce, Director of Marketing and Public Information, will share more about this and other avenues of communication the college is utilizing to share information during the study session on October 18, 2018.
- Per Board Procedure BOT 7.01pr - Board Monitoring and Planning: Procedure, the college annually creates an annual Institutional Performance Report, the contents of which were presented to the Board at its summer study session and are now online. The 2017-18 Institutional Performance Report measures mission fulfillment and evaluates progress on the strategic plan. Please let me know if you have any questions.

**BACKGROUND*****2019 SCHEDULE OF BOARD  
OF TRUSTEES MEETINGS*****Subject**

To establish and approve the 2019 schedule of Edmonds Community College Board of Trustees meetings.

**Background**

In compliance with *RCW 42.30.075*, it is necessary that the Edmonds Community College Board of Trustees adopt a meeting schedule to be kept on file in the Office of the Code Reviser in Olympia.

Regularly scheduled meetings are held on the second Thursday of the month or as established on the 2019 schedule of Board of Trustees meetings. Each meeting date will be confirmed at the previous month's Board meeting. If a date or time other than what is listed on the 2019 meeting schedule is chosen, then the Board will hold a *special* rather than a *regular* meeting. Any change to the schedule will be communicated to the media and the Washington State Code Reviser's Office.

In accordance with *Board Policy 1.0, Section 2, Meetings*, the Board of Trustees will hold a minimum of six regular meetings and four study sessions during the calendar year. All meetings are scheduled to begin at 4:30 p.m. The ending times will vary. The May 16, 2019 meeting will begin at 3:30 p.m. with the Tenure Reception. The August 15-16, 2019 study session is scheduled from 8:00 a.m. – 5:00 p.m.

**Recommendation**

The Trustees are asked to review the 2019 schedule of Board of Trustees meeting dates approval at the November 15, 2018 Board of Trustees meeting.

**February 7, 2019**

**March 14, 2019**

**April 11, 2019**

**May 16, 2019 (3:30 pm)**

**June 13, 2019**

**August 15-16, 2019 (8:00 am – 5:00 pm)**

**September 12, 2019**

**October 10, 2019**

**November 7, 2019**

Washington Community College District 23

**RESOLUTION NO. 18-11-01**
***2019 SCHEDULE OF BOARD OF TRUSTEES MEETINGS***

WHEREAS, in compliance with *RCW 42.30.075*, it is necessary that the Edmonds Community College Board of Trustees adopt a meeting schedule to be kept on file in the Office of the Washington State Code Reviser in Olympia;

WHEREAS, in accordance with *Board Policy BOT 1.0, Board of Trustees Bylaws, Section 2, Meetings*, the Edmonds Community College Board of Trustees will hold a minimum of six regular meetings during the calendar year. Additional regular or special meetings may be held when requested by the Chairperson of the Board or by a majority of the Trustees; and

WHEREAS, the Edmonds Community College Board of Trustees has determined that four study sessions will be held during each calendar year where no action will be taken;

NOW, THEREFORE, BE IT RESOLVED that the Edmonds Community College Board of Trustees adopts the following schedule for its 2019 meetings, and directs the President or designee to file this schedule in the Office of the Washington State Code Reviser.

January	<b>NO MEETING</b>			
February 7, 2019		Thursday	4:30 p.m.	Study Session & Regular Meeting
March 14, 2019		Thursday	4:30 p.m.	Study Session & Regular Meeting
April 11, 2019		Thursday	4:30 p.m.	Study Session & Regular Meeting
May 16, 2019		Thursday	3:30 p.m.	Regular Meeting
June 13, 2019		Thursday	4:30 p.m.	Study Session & Regular Meeting
July	<b>NO MEETING</b>			
August 15-16, 2019		Thursday, Friday	8:00 a.m.	Study Session
September 12, 2019		Thursday	4:30 p.m.	Study Session & Regular Meeting
October 10, 2019		Thursday	4:30 p.m.	Study Session & Regular Meeting
November 7, 2019		Thursday	4:30 p.m.	Study Session & Regular Meeting
December	<b>NO MEETING</b>			

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 Dr. Tia Benson Tolle, Chair

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 Date Approved

ATTEST:

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 Dr. Amit B. Singh, Secretary

**BACKGROUND**

***FISCAL YEAR 2019-20 NEW PROPOSED FEE  
 ASEDCC TRITON FIELD FEE***

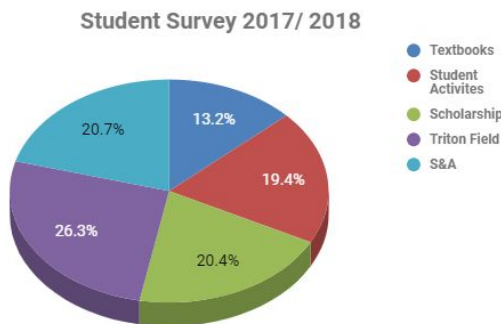
**Subject**

Proposed ASEDCC Triton Field Fee for (FY) 2019-20

**Background**

The 2017-18 ASEDCC Executive Board surveyed students during winter and spring quarters of 2018. Students were asked to select an area in need of improvement from the following options: Textbooks, Student Activities, Scholarships, Services and Activities Fee funded programs, and Triton Field. Survey participants also had the option to write-in additional topics.

Of the 319 survey responses collected, 42 chose textbooks, 62 chose Student Activities, 65 chose Scholarships, 66 chose S&A programs, and 84 chose Triton Field. Approximately 26% of the total responses suggested increased access for students to Triton Field.



At the end of spring quarter 2018 the ASEDCC Executive Board conducted a focus group to gather qualitative information. The Executive Board targeted students who were involved on campus. A Google sign-up form was sent to faculty and a group of student volunteers. Students self-selected based on their interest in participating. There were approximately 20 participants in the focus group.

Student feedback regarding the accessibility of Triton Field included:

- The field always seemed locked and could only be used by students who participated in athletics.
- Students were unaware they could use the field.
- Students that were aware of the field did not feel the time available for student use was sufficient.
- A resident of Rainier Place pointed out that students who live there could not access the field. Instead, they played soccer in the parking lot.
- Students wanted to see programs happening on the field.

**Current Triton Field Athletic Facility Availability: Hours per Quarter**

<b>Quarter:</b>	Fall	Winter	Spring	Summer
Athletic	60% 8-11 a.m. 1-6:30 p.m.	45% 12-6:30 p.m.	45% 12-6:30 p.m.	30% 8 a.m. – 12 p.m.
Student	0%	5% 8-9 a.m.	25% 8-11 a.m.	0%
Rental	25% 6:30-10 p.m.	25% 6:30-10 p.m.	25% 6:30-10 p.m.	60% 12-2 p.m. 2 days/week 2 – 10 p.m.
Instructional	15% 11 a.m. – 1 p.m.	25% 9 a.m. – 12 p.m.	5% 11 a.m. – 12 p.m.	10% 12 – 2 p.m. 3 days/week
Total:	100%	100%	100%	100%

**Projected Triton Field Athletic Facility Availability: Hours per Quarter**

<b>Quarter:</b>	Fall	Winter	Spring	Summer
Athletic	60% 8-11 a.m. 1-6 p.m.	45% 12-6:30 p.m.	45% 12-6:30 p.m.	30% 8 a.m. – 12 p.m.
Student	15% 6-10 p.m. 3 days/week	20% 6:30-10 p.m. 3-4 days/week	40% 8-10 a.m. 11 a.m. – 12 p.m. 6:30-10 p.m. 3-4 days/week	20% 12-2 p.m. 2 days/week 2-10 p.m. 2 days/week
Rental	10% 6-10 p.m. 2 days/week	10% 6:30-10 p.m. 1-2 days/week	10% 6:30-10 p.m. 1-2 days/week	40% 2-10 p.m. 3 days/week
Instructional	15% 11 a.m. – 1 p.m.	25% 9 a.m. – 12 p.m.	5% 10 a.m. – 11 a.m.	10% 12-2 p.m. 3 days/week
Total:	100%	100%	100%	100%

The Associated Students of Edmonds Community College (ASEdCC) Executive Board, in partnership with the Edmonds Community College (EdCC) Athletic Department, proposed to convert the grass baseball field to a multi-purpose artificial turf field. The ASEdCC Executive Board approved funding the 1.4 million dollar project by implementing a \$1.50 per credit Athletic Field Fee beginning fall 2010, and when the construction loan was repaid (summer 2016), the fee automatically sunset.

Field maintenance is supported, in part, by rental revenue and ASEdCC funding. However, a dedicated fund for ongoing maintenance and operations currently does not exist. Originally, the intent was for the facility rental budget to be the revenue source for upgrades and repairs, however, those funds are currently utilized in full for light stanchion debt service, electric bills, staffing expenses, and other expenses put in place after approval of the Athletic Field Fee.

The most significant cost of maintenance is turf replacement, which, depending on use, is recommended every 10 -12 years. Without dedicated funding, maintenance of Triton Field relies heavily on community rentals, resulting in less availability for intercollegiate athletic, instructional, and general student use - all priorities highlighted by the 2011 ASEdCC Executive Board. Implementation of the proposed Triton Field Fee will cover maintenance costs and allow the opportunity for increased student access to the field.

Based on this year's revenue projection, a \$0.75 per credit fee will generate approximately \$174,000 in revenue for maintenance, safety, and improvements for Triton Field and facilitate increased availability for general student and athletic use of the facilities.

- A maximum of \$40,000 will be used for rental revenue loss required to maintain minimum operation.
- A minimum of \$100,000 each fiscal year, along with remaining funds, will be allocated to a dedicated reserve account for complete turf replacement.

If the proposed fee is approved, the Athletic Director will provide a proposed budget annually for review by the ASEdCC Executive Board; monitor usage of the revenue; provide end-of quarter reports to the ASEdCC Executive Officer for Budget and Finance; provide a report to the ASEdCC Executive Board every spring quarter; and ensure that the general student body, through advertising/marketing, is aware of the facility and the ability to schedule college-sponsored events and programs.

In addition, a committee, chaired by the ASEdCC Executive Officer for Budget and Finance, will evaluate continued need for the fee every three years.

### **Recommendation**

Approval of the proposed ASEdCC Triton Field Fee, effective beginning (FY) 2019-20 at the November 15, 2018 Board of Trustees meeting.



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Washington Community College District 23

**RESOLUTION NO. 18-11-02*****ASEDCC TRITON FIELD FEE***

WHEREAS, the Edmonds Community College Board of Trustees has the authority to set and approve all fees;

WHEREAS, the ASEdCC Executive Board has the authority under the ASEdCC Financial Code to approve “Special Assessment Fees” on students;

WHEREAS, the ASEdCC Executive Board has determined that Triton Field needs dedicated funding for ongoing maintenance, safety and improvements, including turf replacement;

WHEREAS, the ASEdCC Executive Board wants to increase general student access and athletic usage of athletic facilities for recreational opportunities; and

WHEREAS, a \$0.75 per credit fee will be assessed to students for the above purposes;

NOW, THEREFORE, BE IT RESOLVED that the Edmonds Community College Board of Trustees approves the Triton Field Fee effective beginning fiscal year 2019-20.

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Dr. Tia Benson Tolle, Chair

ATTEST:

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Date Approved

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Dr. Amit B. Singh, Secretary

**BACKGROUND*****BOARD POLICY REVIEW*****Subject**

Review of selected Board Policies.

**Background**

Each year one third of the Board Policies are reviewed in order to ensure alignment with the language requirements of accreditation and reflection of current practices. The first review takes place in October with approval in November.

The following policies are presented for review:

BOT 4.0, 4.01pr - Board Philosophy of Governance; Procedure

BOT 5.0, 5.01pr - Board Civility and Respect; Procedure

BOT 7.0, 7.01pr -Board Monitoring and Planning; Procedure

BOT 8.0, 8.01pr - General Executive Expectations and Authority; Procedure

BOT 9.0, 9.01pr - President's Performance Evaluation; Procedure

Redlined copies of the policies with suggested changes, if any, are provided with this background statement.

**Recommendation**

Approval of policies listed above at the November 15, 2018 Board of Trustees meeting.

## **BOT 4.0 - Board Philosophy of Governance :**

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### ***SUMMARY/SCOPE***

The Edmonds Community College Board Philosophy of Governance policy establishes the governance model followed by the Trustees.

### ***DESCRIPTION***

The Board of Trustees, on behalf of the citizens of College District 23, shall follow a governance model that ensures fiduciary oversight and accountability of Edmonds Community College's human, physical, and fiscal resources.

The Board of Trustees shall ensure:

The fulfillment of the college's Mission ~~within the guidelines of the college Philosophy~~ by means of the financial and human resources available; promotion of appropriate activities, conditions, and decisions; scrupulous self-monitoring of its processes and performances; and assuring compliance with all applicable state and federal statutes.

A governance model that emphasizes a future-oriented, outward vision rather than internal preoccupation; ensuring openness to diverse points of view; encouragement of an equitable and inclusive culture; strategic leadership rather than administrative detail; clear distinction of Board and President roles; collective rather than individual decisions; and proactivity rather than reactivity.

### ***GLOSSARY TERMS***

[Board of Trustee\(s\)](#)

### ***RELATED POLICIES AND PROCEDURES***

[BOT 4.01pr Board Philosophy of Governance: Procedure](#)

### ***SOURCE INFORMATION***

(was) B 3.1 Board Philosophy of Governance

### ***CONTENT OWNER. The primary responsibility for this policy belongs to:***

President's Office, Secretary of the Board of Trustees

### ***PRIMARY CONTENT CONTRIBUTOR (Director/Dean)***

President's Office, Secretary of the Board of Trustees

### ***REVIEW PERIOD***

Three years. Requires President's recommendation to the Board of Trustees.

### ***REVIEW HISTORY***

2017-Nov 02 Reviewed, Board Resolution 17-11-2

2017-Feb 09 Revised, Board Resolution 17-2-1

2001-May Approved B 3.1

No changes suggested.

## Board Philosophy of Governance

## Policy Management

### BOT 4.01pr - Board Philosophy of Governance : Procedure

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#### **SUMMARY/SCOPE**

The Board Philosophy of Governance establishes the expectations of how the Board will govern in one voice and ensure accountability of Edmonds Community College.

#### **DESCRIPTION**

Procedure for Board policy BOT 4.0 Board Philosophy of Governance.

#### **PROCEDURE DETAILS**

The Board will:

1. Deliberate in many voices, but govern in one policy.
2. Lead, direct, and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
3. Enforce upon itself the discipline needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy making principles, respect of roles, and ensuring the continuity of governance capability.
4. Monitor and discuss the Board's process and performance at least once each year. Self-monitoring will include comparison of Board activity and discipline to Board policies.
5. Board development will include orientation of new members in the Board's governance process and discussion of process improvement at least once per year during the Board evaluation process. In addition, new Board members will be invited to attend the Association of College Trustees (ACT) New Trustee Orientation.

#### **GLOSSARY TERMS**

[Board of Trustee\(s\)](#)

#### **RELATED POLICIES AND PROCEDURES**

[BOT 4.0 Board Philosophy of Governance](#)

#### **SOURCE INFORMATION**

(was) B 3.1 Philosophy of Governance

**CONTENT OWNER. The primary responsibility for this policy belongs to:**

President's Office, Secretary of the Board of Trustees

**PRIMARY CONTENT CONTRIBUTOR (Director/Dean)**

President's Office, Secretary of the Board of Trustees

#### **REVIEW PERIOD**

Three years. Requires President consulting with the Board of Trustees Chair on changes made.

***REVIEW HISTORY***

2017-Nov 02 Reviewed, Board Resolution 17-11-2

2016-Sep 08 Revised, Board Resolution 17-2-1

2001-May Approved B 3.1

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## BOT 5.0 - Board Civility and Respect :

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### ***SUMMARY/SCOPE***

The Edmonds Community College Board of Trustees is committed to a climate of civility, mutual respect, and inclusiveness.

### ***DESCRIPTION***

The Board of Trustees is committed to the following:

Edmonds Community College will provide a friendly and supportive environment characterized by civility, mutual respect, and inclusiveness where students and employees are assisted and supported in achieving their educational and work-related goals.

The Board of Trustees hereby adopts this policy, which mirrors the college's policy, [HR 6.0](#), to insure that its meetings and actions reflect the campus expectations that all its students and employees shall maintain a culture of respect and civility.

Each Edmonds Community College Trustee shall be treated in a respectful, civil, and professional manner. In maintaining an environment of collegiality and respect, Trustees will treat all members of the Board and college community with honesty, respect, and courtesy. Trustees acknowledge that freedom of expression comes with a responsibility to respect the rights and reputations of others and to treat all with civility.

### ***GLOSSARY TERMS***

[Board of Trustee\(s\)](#)

### ***RELATED POLICIES AND PROCEDURES***

[BOT 5.01pr Board Civility and Respect Procedure](#)

[HR 6.0 Workplace Civility and Respect](#)

### ***SOURCE INFORMATION***

(was) B 3.7 Trustees' Civility and Respect Policy

### ***CONTENT OWNER. The primary responsibility for this policy belongs to:***

President's Office, Secretary of the Board of Trustees

### ***PRIMARY CONTENT CONTRIBUTOR (Director/Dean)***

President's Office, Secretary of the Board of Trustees

### ***REVIEW PERIOD***

Three years. Requires President's recommendation to the Board of Trustees.

### ***REVIEW HISTORY***

2017-Nov 11 Reviewed, Board Resolution 17-11-2

2017-Feb 02 Revised, Board Resolution 17-2-1

2011-May 12 Revised, Board Resolution 11-5-3



## HR 6.0 - Workplace Civility and Respect :

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### ***SUMMARY/SCOPE***

Edmonds Community College is committed to a culture of civility and will establish procedures to facilitate a culture of respect.

Maintaining a culture of respect and civility in the workplace is key to a successful work and classroom environment. A culture of civility and respect improves morale and fosters productivity and enhances learning.

On the other hand, disrespect can become a barrier to effective communication, coaching, and productivity and manifests itself in both verbal and non-verbal abuse. In more severe cases, it may result in employee turnover, student withdrawals, reduced morale, diminished loyalty, and physiological impacts such as headaches, depression, and increased absenteeism.

### ***DESCRIPTION***

College members will treat all members of the community with honesty, respect and courtesy; each individual shall have regard for the dignity and needs of the people with whom they work and supervise. This applies to all interpersonal interactions, written and verbal communications and in cyberspace and social media networks. The College is committed to expecting respectful and civil behavior from all employees at work and in the classroom; we require each employee to support this commitment.

Managers and supervisors are responsible for ensuring the workplace and classroom are free of disrespectful behavior, abusive treatment, and harassment within their respective work areas.

### ***RELATED POLICIES AND PROCEDURES***

[HR 6.01pr Workplace Civility and Respect Procedures](#)

### ***SOURCE INFORMATION***

(was) C 6.5.600 Workplace Civility and Respect Policy

### ***CONTENT OWNER. The primary responsibility for this policy belongs to:***

Associate Vice President for Human Resources

### ***PRIMARY CONTENT CONTRIBUTOR (Director/Dean)***

Associate Vice President for Human Resources

### ***REVIEW PERIOD***

Three years

### ***REVIEW HISTORY***

2017-Jan 09 Approved by President's Cabinet

2009-Apr 20 Approved by President's Cabinet



No changes suggested.

## Board Civility and Respect

## Policy Management

### BOT 5.01pr - Board Civility and Respect : Procedure

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#### **SUMMARY/SCOPE**

Procedure for Board policy BOT 5.0 Board Civility and Respect.

#### **DESCRIPTION**

This procedure establishes the expectations of how the Board will conduct its meetings and interactions with students, employees, and community members.

#### **PROCEDURE DETAILS**

##### **Civility and Respect Standards for Trustees and Members of the Edmonds CC Community:**

Trustees or speakers before the Board will not engage in behavior which embarrasses, intimidates, humiliates, or offends others---or which a reasonable person would find embarrassing, offensive, or humiliating. Honest feedback on agenda items can be communicated in a manner that maintains the dignity of the individual yet identifies serious concerns with performance or conduct. Examples of inappropriate behaviors may include but are not limited to:

- Screaming or yelling.
- Sarcasm with an apparent intent to humiliate.
- Arrogance or condescending behaviors or comments.
- Insubordination.
- Retaliatory actions.
- Use of email, behaviors, or comments that publicly offend, degrade, or humiliate members of the college community.

Trustees are expected to display and engage in respectful and collaborative behavior, including but not limited to:

- Supporting a decision once it has been made and moving forward.
- Listening attentively and seeking to understand one another's perspectives.
- Providing adequate information prior to Trustee meetings – no "blind-siding."
- Refraining from interrupting a speaker.

Individuals giving presentations or making public comments at Trustee meetings shall conform to the Civility and Respect Standards described above and shall adhere to the guidelines below:

##### **Presentation Guidelines for Trustee Meetings:**

- Presenters may not promote or oppose any candidate for public office or any ballot proposition.
- Presenters may not use this time to advertise.
- Speakers who disturb the orderly conduct of the meeting may forfeit their right to address the Board and be asked to leave the Trustee meeting.
- Meetings will be conducted in accord with Edmonds Community College's Board policy BOT 1.0 - Board of Trustees Bylaws.

##### **Public Comment Process:**

To speak at a regular trustee meeting:

- The Public Comment period is reserved for testimony from the audience.
- Individuals shall write their names on the sign-in sheet on the table at the entrance of the boardroom no later than fifteen (15) minutes prior to the beginning of the Trustee meeting. The Board Chair will allocate an appropriate amount of time for the Public Comment agenda item.
- Individuals shall identify on the sign-in sheet their affiliation with the college, list the topic they will address, and declare whether they wish to speak or not speak during the public forum.
- Individuals should not duplicate public statements previously given, in order to ensure as many individuals as possible have an opportunity to give comments to the Trustees.
- Based upon the number of individuals who have signed up to speak, the Board Chair will allocate the amount of time for Public Comment, and will announce the duration of the Public Comment period at each meeting at the beginning of the meeting.
- Comments should be limited to three (3) minutes per speaker, unless otherwise announced by the Board Chair.
- Speakers may address the Trustees once during the Public Comment period, unless otherwise indicated by the Board Chair.
- The Board Chair or presiding officer will begin the Public Comment period by calling names from the sign-in sheet. An individual who wishes to speak and who did not place his or her name on the sign-in sheet may approach the podium after those who have signed up have spoken. The Board Chair shall determine if any more individuals may offer public comment at this time.
- Each individual shall approach the podium and identify his or her affiliation with the college (e.g. whether a student, employee, or community member) and state his or her position with respect to the topic(s) to be addressed. Individuals shall address all remarks to the Trustees as a whole.

## ***GLOSSARY TERMS***

[Board of Trustee\(s\)](#)

## ***RELATED POLICIES AND PROCEDURES***

[BOT 5.0 Board Civility and Respect](#)

[BOT 1.0 Board of Trustees Bylaws](#)

## ***SOURCE INFORMATION***

(was) B 3.7 Trustees' Civility and Respect Policy

## ***CONTENT OWNER. The primary responsibility for this policy belongs to:***

President's Office, Secretary of the Board of Trustees

## ***PRIMARY CONTENT CONTRIBUTOR (Director/Dean)***

President's Office, Secretary of the Board of Trustees

## ***REVIEW PERIOD***

Three years. Requires President consulting with the Board of Trustees Chair on changes made.

## ***REVIEW HISTORY***

2017-Nov 02 Reviewed, Board Resolution 17-11-2

2017-Feb 09 Revised, Board Resolution 17-2-1

2011-May 12 Revised, Board Resolution 11-5-3

2010-Nov 09 Approved, Board Resolution 10-11-A

## **BOT 7.0 - Board Monitoring and Planning :**

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### ***SUMMARY/SCOPE***

The Edmonds Community College Board of Trustees maintains a schedule of monitoring reports and policy discussion that support Mission Fulfillment and the Strategic Plan.

### ***DESCRIPTION***

Board policies may be monitored at any time although a schedule for policy review should occur at least once every three (3) years. An annual schedule of monitoring reports and policy discussions will be developed in conjunction with the Strategic Plan.

Mission Fulfillment is defined as all Indicators of Achievement falling at or above the "Mission Fulfillment Threshold" level.

### **Operational**

Central to the college-wide Strategic and ~~SIMPLE~~ planning processes, the Board will review and, if necessary, modify the college's Mission, Vision, Core Themes, Strategic Objectives, and Values.

### ***GLOSSARY TERMS***

Board of Trustee(s)

### ***RELATED POLICIES AND PROCEDURES***

BOT 7.01pr Board Monitoring and Planning: Procedure

### ***SOURCE INFORMATION***

(was) B 1.2 Monitoring and Planning

### ***CONTENT OWNER. The primary responsibility for this policy belongs to:***

President's Office, Secretary of the Board of Trustees

### ***PRIMARY CONTENT CONTRIBUTOR (Director/Dean)***

President's Office, Secretary of the Board of Trustees

### ***REVIEW PERIOD***

Three years. Requires President's recommendation to the Board of Trustees.

### ***REVIEW HISTORY***

2018-June 14 Amended by Board Resolution 18-6-7

2016-Oct 13 Amended by Board Resolution 16-10-1

2013-Nov 21 Amended by Board Resolution 13-11-2

2012-Sep 13 Amended by Board Resolution 12-9-3

2001-May Approved B 1.2

# Board Monitoring and Planning: Procedure

# Policy Management

## BOT 7.01pr - Board Monitoring and Planning: Procedure : Procedure

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### **SUMMARY/SCOPE**

Procedure for meeting Board Policy 7.0 Board Monitoring and Planning

### **PROCEDURE DETAILS**

The Board of Trustees initially approved a framework for measuring Mission Fulfillment at their August 2013 Board Retreat. That framework was revised at the June 2018 Board meeting. Each year during the summer Board Study Session, the college presents the Annual Institutional Performance Report that includes an update on all mission Indicators of Achievement and : ~~The Institutional Performance Report~~ lists the Strategic Plan's prior year's goals, including the achievement of the measurable outcomes ~~or a plan for those outcomes that were not met, to the Board of Trustees. In addition, for those Indicators or outcomes~~ not met, the college also must prepare a plan that is presented to the Board.

The Mission Core Themes and Strategic Plan Objectives are to guide the college in the development of strategies and measurable outcomes for the ensuing year(s). ~~the Strategic Councils and SIMPLE Plan annual reports will summarize the analysis of data; The college analyzes the data and information, allocates resources requested, and assesses how these resources or and related~~ changes resulted in continuous improvement and achievement of Mission Fulfillment.

~~The Board receives annual progress reports on the Strategic Plan.~~ The Strategic Plan will be reviewed and updated at least once every three (3) years by the Board.

### **GLOSSARY TERMS**

Board of Trustees(s)

### **RELATED POLICIES AND PROCEDURES**

BOT 7.0 Board Monitoring and Planning

### **SOURCE INFORMATION**

(was) B 1.2 Monitoring and Planning

### **CONTENT OWNER. The primary responsibility for this policy belongs to:**

President's Office, Secretary to the Board of Trustees

### **PRIMARY CONTENT CONTRIBUTOR (Director/Dean)**

President's Office, Secretary to the Board of Trustees

### **REVIEW PERIOD**

Three years. Requires President consulting with the Board of Trustees Chair on changes made.

### **REVIEW HISTORY**

2018-June 14 Amended by Resolution 18-6-7

2016-Oct 13 Amended by Resolution 16-10-1

2013-Nov 21 Amended by Board Resolution 13-11-2

2012-Sep 13 Amended by Board Resolution 12-9-3

2001-May Approved B 1.2

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No changes suggested.

# General Executive Expectations and Authority

# Policy Management

## BOT 8.0 - General Executive Expectations and Authority :

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### **SUMMARY/SCOPE**

The Edmonds Community College Board of Trustees delegates to the President general executive responsibilities and authorities to administer College District 23.

### **DESCRIPTION**

The Board of Trustees of Community College District 23 delegates to the President the responsibility and authority to administer the District consistent with the laws of the State of Washington and policies adopted by the Board of Trustees. The Board of Trustees, in consultation with the President, develops, formulates, and adopts Board policies of the institution. The President, as the chief executive officer, carries out these policies.

The President shall act on behalf of the Board of Trustees in any and all matters, which concern the administrative functions of the college, including serving as appointing authority for all faculty, classified, and exempt employees of the college. Any authority delegated by the Board is through the President, so that the President is held accountable and responsible for all employee performance.

The President shall ensure that all college practices, activities, decisions, and organizational circumstances conform to prudent, legal, ethical, and commonly accepted business and professional standards. The President will ensure that all laws of the State of Washington, rules and regulations of the State Board for Community and Technical Colleges, and all relevant federal statutes are upheld as they relate to college operations.

Decisions or instructions of the Board acting as a body are binding on the President. In the case of individual Board members requesting information or assistance, the President shall exercise judgment regarding whether compliance is reasonable in terms of staff time, funds, or disruption of programs or services. The President will consult with the Board Chair if additional information or direction is needed.

### **GLOSSARY TERMS**

[Board of Trustee\(s\)](#)

### **RELATED POLICIES AND PROCEDURES**

[BOT 8.01pr General Executive Expectations and Authority: Procedure](#)

### **SOURCE INFORMATION**

(was) B 2.1 General Executive Expectations and B 2.2 Authority and Expectations of the President

**CONTENT OWNER. The primary responsibility for this policy belongs to:**

President's Office, Secretary of the Board of Trustees

**PRIMARY CONTENT CONTRIBUTOR (Director/Dean)**

President's Office, Secretary of the Board of Trustees

### **REVIEW PERIOD**

Three years. Requires President's recommendation to the Board of Trustees.

***REVIEW HISTORY***

2017-Nov 02 Reviewed, Board Resolution 17-11-2

2017-Mar 09 Amended, Board Resolution 17-3-6

2013-Nov 21 Amended B 2.1, Board Resolution 13-11-2

2013-Nov 21 Amended B 2.2, Board Resolution 13-11-2

2001-May Approved B 2.1

2001-May Approved B 2.2

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# General Executive Expectations and Authority

# Policy Management

## **BOT 8.01pr - General Executive Expectations and Authority : Procedure**

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### ***SUMMARY/SCOPE***

This procedure describes the general duties and responsibilities of the President as authorized by the Board of Trustees.

### ***DESCRIPTION***

The President shall be responsible for organizing all of the functions of College District 23 in an effective and efficient manner that is consistent with the college's Mission, Vision, Core Themes, Strategic Objectives, Strategic Plan, and Values.

### ***PROCEDURE DETAILS***

General Executive Expectations are defined as:

1. The President will give a high priority to community involvement and will ensure that college programs, services, needs, and accomplishments are clearly communicated to community members and stakeholders.
2. The President shall ensure that students and prospective students are provided a safe, respectful, responsive environment, and that careful attention is given to matters of confidentiality and privacy.
3. Interactions with employees, volunteers, and the public shall be civil, equitable, responsive, and dignified, characterized by open and clear communications.
4. Budgeting shall clearly reflect Board-established performance goals for the President, shall demonstrate fiscal prudence, high ethical and legal standards, and shall be derived from an institution wide strategic planning process.
5. Actual financial conditions shall reflect sound financial management and clear support of the college's governance process for resource and allocation capacity.
6. The President shall at all times keep the Board fully informed of significant issues affecting the college, including but not limited to concerns related to the performance of personnel, budgetary problems, over- and under-enrollment of students, or the reputation of the institution.
7. Assets will be protected and adequately maintained.
8. Compensation and benefits for employees, consultants, and contract workers will be administered in a fair and consistent manner and shall reflect fiscal integrity and sensitivity to public image.
9. Labor relations shall be conducted with integrity and negotiated agreements and other personnel rules and regulations shall be clearly communicated to employees and fairly administered.



10. The college Program Review process designates specific programs and services which are evaluated on a three-year cycle. The college implements a Strategic Plan that is the institutional effectiveness process for the college. College divisions complete operational plans via the college's ~~SIMPLE Plan process and framework.~~ **annual and strategic goals.**

11. The President is authorized to receive and administer such gifts, conveyances, devices, and bequests of real and personal property from private sources on behalf of District 23. These gifts, conveyances, and bequests as may be received in trust or otherwise, when the terms and conditions will aid in moving forward the Mission and Strategic Plan of the college and will not cause a substantial continuing commitment by the District.

12. The President is responsible for formulating and implementing regulations to administer the policies of the Board. At the operational level the President has administrative authority over all matters affecting the college, including authority to delegate administrative authority to ensure uninterrupted college operations.

13. The President is authorized to establish administrative procedures, make decisions, take actions, establish practices, and develop activities in support of Board established directions.

14. The Board of Trustees of Edmonds Community College is authorized to award tuition waivers up to one-fourth of the total revenue received under the three percent tuition waiver program as approved by RCW 28B.15.740. The Board of Trustees delegates to the President the authority to administer these tuition waiver programs.

15. The Board of Trustees delegates to the President authority to offer educational services on a contractual basis and set fees for ungraded courses, non-credit courses and short courses that are consistent with the rules and regulations of the State Board for Community and Technical Colleges.

16. Other duties as assigned by the Board of Trustees.

#### **GLOSSARY TERMS**

[Board of Trustee\(s\)](#)

#### **RELATED POLICIES AND PROCEDURES**

[BOT 8.0 General Executive Expectations and Authority](#)

#### **SOURCE INFORMATION**

(was) B 2.1 General Executive Expectations and B 2.2 Authority and Expectations of the President

(was) C 3.3.100 Delegation of Contracted Authority for Educational Services, C 6.2.303 Delegation of Authority fo Set Fees, C 6.2.304 Tuition Waiver Program for Students, C 6.2.304 Tuition and Fees Waiver for the Unemployed and Underemployed

[RCW 28B.15.740 Limitation on total tuition and fee waivers.](#)

#### **CONTENT OWNER. The primary responsibility for this policy belongs to:**

President's Office, Secretary of the Board of Trustees

#### **PRIMARY CONTENT CONTRIBUTOR (Director/Dean)**

President's Office, Secretary of the Board of Trustees

#### **REVIEW PERIOD**

Three years. Requires President consulting with the Board of Trustees Chair on changes made.

#### **REVIEW HISTORY**

2017-Nov 02 Reviewed, Board Resolution 17-11-2

2017-Jun 26 Amended by President's Cabinet

2017-Mar 9 Amended, Board Resolution 17-3-6

2013-Nov 21 Amended B 2.1, Board Resolution 13-11-2

2013-Nov 21 Amended B 2.2, Board Resolution 13-11-2

2001-May Approved B 2.1

2001-May Approved B 2.2

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No changes suggested.

## President's Performance Evaluation

## Policy Management

### **BOT 9.0 - President's Performance Evaluation :**

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#### ***SUMMARY/SCOPE***

The Edmonds Community College Board of Trustees conducts an annual review of the President's performance.

#### ***DESCRIPTION***

Appraising presidential performance is synonymous with monitoring organizational performance against Board policies on Mission, Vision, Core Themes, Strategic Objectives, Strategic Plan, and Values.

The President's performance will be based on mutually agreed to annual goals and the Presidential Performance Evaluation form. The purpose of monitoring is to determine the degree to which Board policies are being fulfilled. The Board will consider any revision to the President's contract of employment in an open meeting subsequent to the performance evaluation.

#### ***GLOSSARY TERMS***

Board of Trustee(s)

#### ***RELATED POLICIES AND PROCEDURES***

[BOT 9.01pr President's Performance Evaluation: Procedure](#)

#### ***SOURCE INFORMATION***

(was) B 2.3 Performance Appraisal and Compensation of the President

#### ***CONTENT OWNER. The primary responsibility for this policy belongs to:***

President's Office, Secretary of the Board of Trustees

#### ***PRIMARY CONTENT CONTRIBUTOR (Director/Dean)***

President's Office, Secretary of the Board of Trustees

#### ***REVIEW PERIOD***

Three years. Requires President's recommendation to the Board of Trustees.

#### ***REVIEW HISTORY***

2017-Mar 09 Amended by Board Resolution 17-3-6

2014-Feb 18 Amended by Board Resolution 14-2-1

2001-May Approved B 2.3

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No changes suggested.

## President's Performance Evaluation

## Policy Management

### **BOT 9.01pr - President's Performance Evaluation : Procedure**

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#### ***SUMMARY/SCOPE***

This procedure describes the presidential performance evaluation process.

#### ***PROCEDURE DETAILS***

Unless otherwise determined by the Board, the President's performance will be discussed in executive session at the June Board meeting. Annual goals are mutually agreed upon by the President and Board that align with the college's Mission, Vision, Core Themes, Strategic Objectives, Strategic Plan, and Values.

Both the President and Trustees (with the exception of the Student Trustee) will complete the Presidential Performance Evaluation form at least two weeks prior to the date of conducting the appraisal. The Board of Trustees may revise this form prior to implementing the next performance cycle. The Presidential Performance Evaluation will:

- Have a rating scale of 1 – 5. A comment is required for any "needs improvement" or "unsatisfactory" rating.

5 – Excellent (Substantially Exceeds Expectations)

4 – Good (Above Minimum Expectations)

3 – Acceptable (Meets Expectations)

2 – Needs Improvement (Below Expectations)

1 – Unsatisfactory

N – Not applicable or not observed

- The Presidential Performance Evaluation will use the following broad areas to evaluate the President.

Relations with Board

Relations with Constituents

Budget and Financial Management

Personal Leadership Skills

At the sole discretion of the Board, other evaluations may occur at any time.

#### ***GLOSSARY TERMS***

Board of Trustee(s)

***RELATED POLICIES AND PROCEDURES***

[BOT 9.0 President's Performance Evaluation](#)

***SOURCE INFORMATION***

(was) B 2.3 Performance Appraisal and Compensation of the President

***CONTENT OWNER. The primary responsibility for this policy belongs to:***

President's Office, Secretary of the Board of Trustees

***PRIMARY CONTENT CONTRIBUTOR (Director/Dean)***

President's Office, Secretary of the Board of Trustees

***REVIEW PERIOD***

Three years. Requires President consulting with the Board of Trustees Chair on changes made.

***REVIEW HISTORY***

2017-Mar 09 Amended by Board Resolution 17-3-6

2014-Feb 18 Amended by Board Resolution 14-2-1

2001-May Approved B 2.3

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**RESOLUTION NO. 18-11-03*****BOARD POLICY REVIEW***

WHEREAS, the Edmonds Community College Board of Trustees reviews one third of the Board policies each fall to ensure alignment with the language requirements of accreditation and reflection of current practices; and

WHEREAS, the College administration presented policies BOT 4.0, 4.01pr - Board Philosophy of Governance BOT 5.0, 5.01pr - Board Civility and Respect; BOT 7.0, 7.01pr -Board Monitoring and Planning; BOT 8.0, 8.01pr - General Executive Expectations and Authority; BOT 9.0, 9.01pr - President's Performance Evaluation with accompanying procedures at the October 18, 2018 meeting for first review;

NOW, THEREFORE, BE IT RESOLVED that the Edmonds Community College Board of Trustees approves Resolution No. 18-11-X approving the above-named policies and accompanying procedures.

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Dr. Tia Benson Tolle, Chair

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Date Approved

ATTEST:

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Dr. Amit B. Singh, Secretary

**BOARD OF TRUSTEES**  
**November 15, 2018 Meeting Report**  
**Edmonds CC Foundation**

- The *Alford Group* has interviewed 32 of our board members, trustees, donors, and community leaders in its effort to complete our feasibility study to determine if both the College and the Foundation are ready to embark on a SET Building and/or Promise Scholarship campaign. The final Steering Committee meeting is scheduled Thursday, December 13, 2018, to review the *Alford Group* recommendations. The recommendations will then be reviewed and discussed by the Foundation board of directors at their annual retreat on January 11.
- Thank you to trustees Carl Zapora and Quentin Powers for your recent gift toward the Edmonds CC Foundation Leadership Campaign. More than 25 civic and business leaders, including the Board of Trustees and Foundation board of directors, have collectively given over \$42,000 to benefit EdCC students on their journey to success.
- The Scholarship Reception is Wednesday, November 14, 2018, from 5:30 to 7:00 p.m. in Woodway Hall. You are invited to attend to celebrate scholarship donors and student recipients.
- The second Impact Reception is November 29, 2018, at Foundation board member Sara Carter's home in Woodway. We expect at least a dozen future Edmonds CC Foundation supporters in attendance.
- The *Students First* Campus Giving Campaign will run from January 15, 2019, to February 22, 2019, and the committee has set a goal of \$35,000 with 13% giving from all staff and faculty.
- Save the date for the 33rd Annual Edmonds CC Foundation Gala on Saturday, April 13, 2019, at the *Seattle Grand Hyatt Hotel*. The event goals for 2019 include filling the room with 350 guests and surpassing our fundraising goal of \$400K. The Foundation's November goal is to ask all of the 2018 Gala sponsors to either 'step up' to the next sponsorship level or renew their commitment level in order to attain the \$120K sponsorship goal in January.

Submitted by:  
Diana Clay, Foundation Board Liaison

**PRESIDENT'S REPORT****DR. AMIT B. SINGH**  
**EVENT HIGHLIGHTS OCTOBER – NOVEMBER 2018**

- Greater Trinity Annual Luncheon - At the invitation of Dr. Paul Stoot, Executive Director, I joined Dr. Yvonne Terrell-Powell, EdCC Vice President of Equity and Inclusion, on October 17, 2018, at the *Lynnwood Convention Center* to listen to keynote speaker Ms. Phyllis Turner Brim, Vice President and Assistant General Counsel at *Starbucks*. *Greater Trinity Academy* serves students from low-income households, and its mission complements the work of EdCC in eliminating the achievement gap.
- Lynnwood Rotary, Alderwood Terrace Rotary, Rotary Club of Edmonds - As part of engaging with the community, this month I have spoken at three of the four local Rotary Clubs, with a scheduled appearance as a guest speaker at the Edmonds Daybreakers on December 4, 2018. I have received feedback that the presentations were well-received and look forward to regular visits with each of the clubs. These local business owners clearly recognize the benefits brought to the community by EdCC.
- Culinary Dinner - Together with the winners of the “Dinner with the President” auction item at the EdCC Foundation Gala, I dined at the *College Cafe* on October 19, 2018. What an honor it was to enjoy the wonderful dinner presentation provided by the Culinary Department in support of our college.
- *Edmonds Center for the Arts (ECA)* Gala and Auction - October 20, 2018; It was my pleasure to attend the annual event raising funds to bring culturally diverse artists to the region and building education and outreach programs.
- Mariner Community Campus - I met with Jonalyn Woolf-Ivory, Executive Director of *Sno-Isle Libraries*, and attended the Launch Partner Meeting at *Economic Alliance Snohomish County (EASC)*. This program is intended to bring various community services to the underserved Mariner community in South Everett. The initial meeting in late August brought together 18 service providers and funders in Snohomish County that, along with EdCC and *Sno-Isle Libraries*, included:

Boys and Girls Clubs of Snohomish County  
Community Transit  
Economic Alliance Snohomish County  
Everett Community College

*Continued*



Greater Foundation Snohomish County  
Leadership Snohomish County  
Mukilteo School District  
Snohomish County  
Snohomish Health District  
Snohomish STEM Network  
State of Washington  
United Way Snohomish County  
Volunteers of America Western Washington  
Washington State Family and Community Engagement Trust  
Washington State University Everett  
YMCA of Snohomish County

The Partnership is guided by State Senator Marco Liias, whose vision is to create a permanent, public-private partnership to build a facility to provide access to community members for needed services. The underlying principle, Liias said, is based on the notion of free and equal access to resources and technology, community opportunities, connection to the community and social equity.

- ACCT Leadership Congress - October 25, 2018; I joined Trustee Yim, Trustee Powers, Dr. Yvonne Terrell-Powell, and Christina Castorena in presenting a session at the 2018 ACCT Leadership Congress entitled *Edmonds Community College Trustees Lead with Equity and Inclusion in Hiring New President*.
- Town Halls - October 30, 2018; The town halls were held at the *Black Box Theatre* - one in the morning and one in the afternoon. All EdCC employees were invited, and the events were well attended by faculty and staff. The town hall format creates a unique opportunity for discussion and directly communicating information about the college.
- Hekinian-Edmonds Sister City Luncheon - On October 31, 2018, the *Foundation for International Services* (FIS) hosted the delegation from Edmonds' Sister City of Hekinian, Japan. The event provided an excellent opportunity to introduce the college to the visitors from Japan and the Edmonds city contingent.
- *Economic Alliance Snohomish County* (EASC) Small Business Summit - November 1, 2018; This annual event at the *Lynnwood Convention Center* serves to provide breakout sessions, panel discussions, access to resources for small businesses, and networking opportunities. More than 700 individuals attend this summit. I was honored to be invited to kick off the Power Networking session at the end of the day with a brief welcome.
- Head Start Federal Review - Edmonds Community College Head Start is a free, federally-funded program providing comprehensive child development, early-learning and parent support services to low-income families with children from birth to five years old. The EdCC program underwent a federal review this past month.
- EdCC Volleyball - The EdCC volleyball team has had a remarkable season winning 18 matches in a row and working towards a North Region title. Kendall Broschat was recently named NWAC Volleyball Player of the Week, and former coach and NWAC Hall of Famer Janet Guenthe will be part of the inaugural Triton Athletics Hall of Fame class inducted in May 2019.

- Five Star Diversity Career Fair - EdCC hosted the annual Five Star Diversity Career Fair November 3, 2018, in Woodway Hall. This free event was an opportunity for members of the community to attend the job fair as well as career-focused workshops, which included interviewing strategies, teaching demonstration information, and advice regarding written applications.
- Triton First Generation Week - On November 5, 2018, in partnership with Shane Reeder, Regional Director of Central Washington University - Lynnwood, I designated the week as Triton First Generation Week with an official declaration. First Gen Week activities celebrate and demonstrate support for the accomplishments of students who are the first in their families to attend college. Thank you to Dana Parker, Assistant Director of TRiO, and Dennis Denman, Associate Director for the Center for Student Engagement and Leadership (CSEL), for your work in planning and carrying out these events.
- Fall 2018 CEO Roundtable - On November 5, 2018, I joined a small group of local leaders at Edmonds City Hall for a robust discussion regarding community partnerships and needs.
- Community Welcome Reception - The November 5, 2018 reception at the *Lynnwood Convention Center* was well attended, and I felt warmly welcomed by the entire community. Remarks from Trustees Emily Yim and Carl Zapora; Mayor Nicola Smith of Lynnwood, Mayor Dave Earling of Edmonds, Dr. David Beyer, president of Everett CC; Lynnwood Chief of Police Tom Davis; Wally Webster, community member; and Gary Hauff of *EASC* were greatly appreciated, and I have expressed my thanks to all for the welcome.
- The proposal for the IT Application Development Bachelor of Applied Science degree moved forward a step last month when the Statement of Need was reviewed by the State Board for Community and Technical Colleges. Dr. Crawford and Dr. Cox attended the Board meeting with me and gave a short presentation. We now have permission to work on the next step, the Program Proposal, which we expect to be presented at the SBCTC Board's May meeting. The Board will vote at that time to either approve or disapprove the degree. Once through the vote, we will be allowed to begin advertising and recruiting and will also be able to send the degree to the NWCCU Board.
- At the October 18, 2018, Board of Trustees meeting, a summary of goals and strategies were presented. Action steps for the strategies are almost finalized by the President's Cabinet, with input from the campus community, and will be ready for implementation by November 15, 2018.
- Veterans Day Celebration - This year's event was held November 7, 2018, at the *Black Box Theatre* and honored the service and commitment of all who served in the armed forces. Veterans Resource Center Director Chris Szarek, USN (Ret.) coordinated the event, which recognized the 100th anniversary of Armistice Day, the end of World War I.